

EpicCare Link: Requesting a New Site

1. From the EpicCare Link log in screen, click Request New Account.



2. Click Request access for a new site.

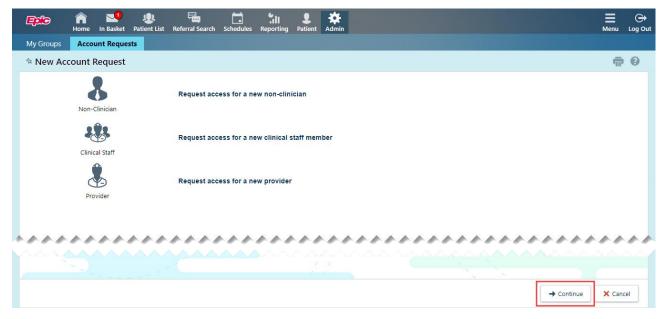
Epic	•	*	•		•	*
New Account Request						
	+ Site			Request access for a new site		



3. Complete the form with the site information. *** IMPORTANT *** From the Other section, be sure to print and complete/sign the Access to EHR Agreement. After the Access to EHR Agreement is signed, scan it to your computer. Attach the scanned file to the New Account Request using the Add files button.

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New Account Request 🕨 Site		ē
	1. Site Information 2. Users 3. Verification	
Site Information		
B Site name:		
🔥 Site type:	~	
B Phone:	Fax:	
Site NPI #:		
Address		
Address:		
City:		
State:	ZIP:	
County:		
Country:	v	
Other Please attach: Access To	EHR agreement	
• Attachments:	Add files	
-	10.0 MB Total Allowed	
Comments:		
		→ Next X Cancel Request

- 4. Click **Next** in the lower right.
- Select the type of user you are requesting an account for and then click **Continue** in the lower right.
 *** **IMPORTANT** *** Since this is the first user, this should be the Site Administrator. You can add other users later.



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6. Complete the required and recommended fields. *** IMPORTANT *** When entering the user's name, be sure to enter it Last Name, First Name format. Entering the name in the incorrect format could delay processing. *** IMPORTANT *** From the Other section, be sure to print and complete/sign the User Confidentiality Agreement. After the User Confidentiality Agreement is signed, scan it to your computer. Attach the scanned file to the New Account Request using the Add files button.

Epice 🍙 🛂 🙂 🖼 Home In Basket Patient List Referral S	arch Schedules Reporting Patient Admin	₩ ↔ Menu Log Out		
My Groups Account Requests				
⅍ New Account Request ▷ Clinical Staff		ē 0		
User Information		^		
🔒 Name [Last,First]:				
Site Information				
User group:	•			
Basic Information				
😫 Work e-mail:	Work phone:			
User Address: Ad	dress:			
City (r ZIP):			
C	ounty:			
Co	untry:			
Associated Providers: List the providers this				
A Provider name:	Add			
Other				
Please complete and attach to this request. Confidentiality Agree	ment			
Attachments:				
10.0 MB	Total Allowed O Files			
Comments:				
Site Admin	istrator			
A site administrator is the person responsible for maintaining a site's records. These responsibilities include verifying that user accounts are current, deactivating the accounts of users who are no longer active at the site, and submitting requests to activate new user accounts. Every site must have at least one administrator.				
	Make this user a site administrator			
	Submit Request X Cancel	Ţ		

Other Important Call Outs:

• Please list all providers associated with your practice regardless if they require access to EpicCare Link. The provider list will dictate which patients will be able to be accessed in EpicCare Link by the site without manual look up with 3 identifiers. Patients who have relationships in Epic with the providers on this list will be automatically added to the site's patient list. This list only needs to be filled out once and not for every user.

Associated Providers: List the providers this user works with

Provider name:



• It is important to have at least one user who is a Site Administrator.

Site Administrator	
A site administrator is the person responsible for maintaining a site's records. These responsibilities user accounts are current, deactivating the accounts of users who are no longer active at the site, a requests to activate new user accounts. Every site must have at least one administrator.	
□ Make this user a site administrator	
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- 7. Click **Accept** in the lower right.
- 8. If you have additional users to enter, click **Add** in the upper left and repeat steps 5-7.

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New Account Request 🕨 Site 🕨 Users	;					ē
		1. Site	Information 2. Users 3. Verification			
Users						
🕂 Add 💉 Edit 📁 Delete						
Name	User Type	NPI	E-mail	Site Administrator		
O Bech	Clinical Staff		the second s	Yes		
*****		~~~~	*****			
				← Site Information	→ Verification	× Cancel Request

9. Complete the verification and click **Submit Request**.

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New Account Request ▹ Site ▶ Users ▶ Verification		ē
	1. Site Information 2. Users 3. Verification	
	Verification	
	Verification: I'm not a robot REAPTENA Nage-1ems	
	Requested by:	
*************	********************************	~~~~
	← Previous ✓ Submit Request	× Cancel Request